

Senate
Senate Chamber
Room 245 Engineering Building
WEDNESDAY, 6 October 1999
1:30 p.m.

AGENDA

Dr. Brian Stimpson, Chair of the University Employee United Way Campaign, will give a presentation regarding the campaign for 1999.

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

II CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES - OCTOBER 1999 Page 17

The report will be available at the Senate meeting.

III MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Report of the Senate Committee on Awards Page 18

IV MATTERS FORWARDED FOR INFORMATION

1. Annual Report - Office of Student Advocacy Page 23

2. Statement of Intent: Baccalaureate Program in Midwifery Page 38

V REPORT OF THE PRESIDENT

VI QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary not later than 10:00 a.m. of the day preceding the meeting.

VII CONSIDERATION OF THE MINUTES OF THE MEETING OF 1 SEPTEMBER 1999

VIII BUSINESS ARISING FROM THE MINUTES

IX REPORTS OF THE EXECUTIVE COMMITTEE OF SENATE AND THE SENATE PLANNING AND PRIORITIES COMMITTEE

1. Report of the Executive Committee of Senate Page 46

2. Report of the Senate Planning and Priorities Committee

The Chair will make an oral report on the Committee's activities.

**X REPORTS OF OTHER COMMITTEES OF SENATE,
FACULTY AND SCHOOL COUNCILS**

**1. Report of the Senate
Committee on Appeals**

The Chair will make an oral report on the Committee's activities.

XI ADDITIONAL BUSINESS

XII ADJOURNMENT

/sgp

CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES

1. Degrees Notwithstanding a Deficiency

A list of students to be considered for degrees notwithstanding a deficiency will be distributed at the meeting.

Deans and Directors should note that they may be asked to explain the circumstances leading to the recommendations from their respective faculties or schools.

At the conclusion of discussion on the Report, the Executive Committee Speaker will make the appropriate motion.

2. Report of the Committee on Appeals

An oral report will be presented to Senate by the Chair of the Committee only if the Committee has heard an appeal which will result in the recommendation of the award of a degree notwithstanding a deficiency.

3. List of Graduands

A list of graduands will be provided to the Secretary of Senate on the day of the meeting. The list will not be distributed to members of Senate but will be open for inspection by individual members of Senate.

The list to be provided to the Secretary of Senate will be a compilation of the lists of the graduands of each faculty and school.

The Executive Committee Speaker will make the appropriate motion approving the list of graduands, subject to the right of Deans and Directors to initiate late changes with the Director of Student Records up to 8 October 1999.



THE UNIVERSITY OF MANITOBA

FINANCIAL AID & AWARDS

Winnipeg, Manitoba
Canada R3T 2N2

September 22, 1999

Tel: (204) 474-8197
Fax: (204) 474-7554**REPORT OF THE SENATE COMMITTEE ON AWARDS****PREAMBLE**

1. The Senate Committee on Awards last reported to Senate on August 4, 1999. The Committee convened again on September 7, 1999.
2. The terms of reference for the Senate Committee on Awards are found in the Senate Handbook on pages 10.11 and 10.12.

OBSERVATION

1. Three new offers of awards, seven amendments to existing awards, and one withdrawal were reviewed by the Committee and they are now forwarded to the Senate for approval.

RECOMMENDATION

That the three new offers, seven amendments, and one withdrawal be approved as submitted by the Senate Committee on Awards.

Respectfully submitted,

Ewa Morphy for

K. Vessey, Chair
Senate Committee on Awards

KV/em

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.



**REPORT FROM SENATE COMMITTEE ON AWARDS MEETING -
SEPTEMBER 7, 1999**

FOR SENATE MEETING - OCTOBER 6, 1999

OFFERS

ANDRÉE DUFAULT MEMORIAL LOAN FUND

In memory of Andrée Dufault, friends and family have established a fund at The University of Manitoba to assist students in the School of Music. Although all School of Music students are eligible to receive assistance from this fund, preference shall be given to students enrolled in the piano or voice major.

The interest from the fund shall provide short-term loan assistance to any University of Manitoba student (male or female) in temporary financial need. Gifts to the fund shall be capitalized; repayments of the loans shall be available for offer on a "revolving fund" basis.

The selection of eligible student borrowers shall accord with the guidelines established from time to time for The University of Manitoba's student emergency loan funds.

The selection committee shall be named by the Director of Enrolment Services.

GORDON ARNOTT BURSARY

Friends and colleagues at the Saskatchewan Association of Architects have established a bursary at The University of Manitoba to honour Gordon Arnett, a leader in the field of Architecture and City Planning. A bursary, valued at \$500, will be offered in the fall of 2000 and annually thereafter to a student who:

- (1) is a resident of Saskatchewan;
- (2) has completed at least two years of a baccalaureate program in Environmental Design in the Faculty of Architecture at The University of Manitoba;
- (3) has achieved a minimum cumulative grade point average of 3.0;
- (4) is enrolled full-time in the above named program;
- (5) has demonstrated financial need on the standard University of Manitoba bursary application form.

Preference in selection shall be given to students who are enrolled in the Architecture or City Planning options in the third year of the Environmental Design program.

This bursary will be offered for five years, after which time the Saskatchewan Association of Architects will reevaluate its financial commitment to this bursary.

The selection committee shall be named by the Dean of the Faculty of Architecture.

CAROLYNNE BOIVIN BURSARY

Colleagues and board members of the RESOLVE (Research and Education for Solutions to Violence and Abuse) Research Network wish to acknowledge Carolynne Boivin's contribution to the development of their network through the establishment of a bursary fund at The University of Manitoba. Carolynne worked tirelessly as President and founding member of the Prairie Action Foundation. A foundation was established in 1997 to raise \$5 million to endow the Research Network and support other research and education initiatives to reduce and relieve violence and abuse. The Carolynne Boivin endowment fund was started by RESOLVE Manitoba, but additional donations from family, friends, and colleagues are encouraged.

The fund will support an annual bursary, initially valued at \$500. Until the endowment is able to sustain a bursary valued at at least \$500, the bursary will be paid by RESOLVE, starting in the fall of 1999, on an annual basis. This bursary will be offered to a graduate student at The University of Manitoba who:

- (1) is conducting research in the area of family violence affiliated with the RESOLVE Research Network;
- (2) has demonstrated financial need on the standard University of Manitoba bursary application form.

Applicants will be required to complete a bursary application form obtained through the Financial Aid and Awards office. In addition, applicants will submit a brief description of their graduate research and how it relates to the RESOLVE Research Network and the study of family violence. Applications will be reviewed by the selection committee.

The value of the award may increase depending on the future earnings on the fund.

The selection committee shall be named by the Director of the RESOLVE Research Network.

AMENDMENTS

DR. CLIFFORD McCORMICK MEMORIAL FUND

The terms of this fund are to be amended, in consultation with the donor contacts and the Faculty of Dentistry. It will now be offered to students who are enrolled full-time in both the first year and the second year of the program in Dental Hygiene. Previously,

only those in the first year of the program were considered. In addition, applicants for these bursaries will have to have achieved a minimum cumulative grade point average of 2.00 on previous University of Manitoba course work.

CHARLES A. MAY MEMORIAL BURSARY

This bursary will now be valued at the available annual income from the fund, rather than at \$200 only.

SIR JAMES AIKINS SCHOLARSHIP IN ENGLISH

The family of Sir James Aikins has agreed to allow the available annual income to be spent on the three scholarships supported by this fund. Sixty percent of the available annual income will be split equally each year and offered as two scholarships, one to a second year student and one to a third year student. The remaining 40 percent of the available annual income shall support the scholarship offered to the fourth year student.

DR. GEORGE BROWNELL MEMORIAL PRIZE

The terms of this prize are to be amended. The award will no longer be offered as a prize but will rather be offered as a scholarship, due to the substantial amount of annual income available each year. The award will be called the Dr. George Brownell Memorial Scholarship. The terms will also specify that the recipient of the award will now be required to register in the next regular academic session following offer of the award in order to receive it. Finally, the terms will state that the available annual income from the fund will be used each year to support one or more awards. The annual number and value of awards will be decided by the selection committee for the award.

DICK LaPAGE SCHOLARSHIP

The terms of this scholarship are to be amended. The scholarship will now be offered to the student who enters the Bachelor of Physical Education Degree program in the Faculty of Physical Education and Recreation Studies and secures the highest ranking on the entry criteria of academic standing and athletic participation.

CAROLINE BERBRAYER MEMORIAL AWARD AND GRADUATE FELLOWSHIP

The terms of reference for these awards are to be amended to allow for the available annual income to support the two awards. Sixty percent of the available annual income will be disbursed as the graduate fellowship and the remaining 40 percent of the available annual income will be disbursed as the undergraduate award.

HELEN JOHNSON SHELTON MEMORIAL BURSARY

The funding mechanism for this bursary has been amended and thus the terms of reference will now reflect the new funding arrangement. The bursary will now be

supported by an endowment, rather than by an annual gift. In 1999, one bursary valued at \$200 will be offered. Starting in 2000, the available annual income from the fund will support bursaries, the number and value of which shall be determined each year by the selection committee. The rest of the terms remain unchanged.

WITHDRAWAL

CSHP MANITOBA BRANCH PHARMACY STUDENT SCHOLARSHIP

Due to funding difficulties, this award is to be withdrawn upon a request by the donors.



THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

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Winnipeg, Manitoba
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I N T E R

O F F I C E

MEMO

Date: September 13, 1999
To: Ms. B. Sawicki, c/o Senate Secretariat
From: David R. Morphy, Vice-Provost (Student Affairs)
Re: Annual Report - Office of Student Advocacy

Please make the attached report available to Senate for their information.

DRM/wh
attach.

Annual Report
Office of Student Advocacy
September 1, 1997 to August 31, 1998

The 1997-1998 Office of Student Advocacy (OSA) report has been prepared to provide information about the office's activities to the Board of Governors and Senate. The OSA is a service which helps students resolve their concerns and complaints about the University. The OSA also ensures fair treatment and fair process through its work with students and all sectors of the University community. The OSA continues to be committed to providing students with excellent service and assistance to address their concerns and resolve complaints. The OSA has been proactive in providing on-site services to students at Bannatyne Campus, St. Boniface Hospital and more recently at the Winnipeg Education Center. The Terms of Reference are included in Appendix A.

The submission of this year's report is later than usual and this delay can be accounted for by a number of factors. Restructuring within Student Affairs and OSA staffing changes resulted in additional administrative responsibilities for the Director as of August 1, 1998. In June, the Director also undertook the responsibilities of Chair of the University of Manitoba's 1998 United Way Campaign. The unavoidable delay of this year's report and the desire to change it's format have resulted in a sleeker report wherein the content is condensed into four aspects of the OSA: Services, Programs, Community Outreach and Staff. This report is based on the detailed monthly reports which are first submitted to Dr. D.R. Morphy, Vice-Provost, Student Affairs and then circulated to Dr. J. Gardner, Vice-President (Academic) and Provost.

SERVICES

Cases

The OSA provides assistance primarily to individual students although many staff and faculty are also advised regarding student matters. Table 1 contains a summary of the contacts and cases at the end of the reporting period. There were 25 cases not resolved by the 31st of August 1998. These cases were all subsequently resolved within acceptable time frames through various resolution processes including 8 academic appeals. The 477 contacts where a case file was not opened were categorized as student information/referral, potential student cases or consultations with faculty and staff.

Table 1 Status of Contacts and Cases by August 31, 1998

Type of Case		Status	Number of Contacts/Cases	
1996-97 Pending			25	
		Completed	23	
		Open	2	
Individual Contacts	No file opened			
		Information/Referral	275*	477
		Consults	125	
		Potential	77	
Individual Students	File opened			558
		Cancel/No show	59	
		Completed	495	
		Pending	4	
'Issues' Cases		Completed		4 'issue' cases
Group Cases or Investigation		Completed		8 group cases

* Incomplete data for 2 months when switched to electronic calendar

There were 558 students who presented concerns wherein an individual case file was opened. The total number of individual contacts of 1035 is similar to last year and represents approximately 5% of the total student population of 21, 083 ¹. The 558 student cases represents approximately 2.6% of registered students.

From the individual cases, a number of issues developed into a group case or an investigation. Also some group files were opened without any individual student files being established. Thus, when the situation warranted, a group file was opened and an investigation or resolution process

¹ 1997-1998 IS Book, Institutional Statistics, Office of Institutional Analysis, Institutional Analysis, University of Manitoba, 24th ed., September, 1998.

on behalf of a group was commenced. There were 8 such cases which involved a total of 50 students: 31 of these students were assigned individual case files and the remaining 19 were only included in their respective group file. An additional 4 files were opened as 'issues cases'. These cases did not fit within the other categories and arose from consultations with faculty and staff and in one instance, a student group.

Table 2 contains information which illustrates that 1997-98 was a typical year wherein the intake cycle was matched to significant dates and activities of the academic calendar. The appeal hearings although related to academic events or administrative decisions are also affected by scheduling considerations.

Table 2 1997-98 Cases and Hearings by Month

Month	New Cases		Appeal Hearings			
	1997-98	96-97	1997-98		1996-97	
			Pre	Full	Pre	Full
<i>Pendings</i>	25		3	8		
September	36	32	0	6	0	6
October	49	40	1	1	1	1
November	37	34	7	2	7	2
December	36	30	4	2	4	2
January	70	57	1	1	1	1
February	35	38	0	2	0	2
March	55	51	2	3	2	3
April	70	46	2	2	2	2
May	49	65	1	6	1	6
June	59	63	1	18	1	18
July	31	47	1	8	1	8
August	31	39	0	10	0	10
Total	558[†]	542^{††}	23[*]	69[*]	20^{**}	61^{**}

[†] excludes pendings from 1996-97

^{*} includes pendings from 1996-97

^{††} excludes pending cases from 1995-96

^{**} includes pendings from 1995-96

Historically there has been a trend towards an increased number of students seeking assistance from the OSA. For 1997-98, the number of individual students seeking assistance from the OSA was slightly increased but approximately the same level as last year. The number of preliminary hearings and full hearings also showed a small increase over last year although the proportion of preliminary to full hearings remained similar.

The student concerns and complaints have been classified into one of five categories: academic, discipline, administrative, admissions and equity issues as illustrated in Table 3. There were many students who presented concerns which had more than one issue and were not easily categorized. In these instances, the primary issue was used for classification purposes. The 12 additional case files opened for 8 group cases and 4 'issues' cases were all academic except for two discipline matters and one administrative concern.

Table 3 Categories of Concerns and Complaints

Type of Concern/Complaint	Number	Number	% of	% of
	1997-98	1996-97	1997-98*	1996-97
Academic	381	417	76.4	81.8
Discipline	51	39	10.2	7.6
Administrative	47	29	9.4	5.7
Admissions	16	22	3.2	4.3
Equity Issues	4	3	0.8	0.6
Subtotal	499	510		
Cancel/No show/Unknown	59	36		
Total	558	546	100	100

* percentage of known cases

Further details regarding the type of concerns and complaints are provided in Tables 4 and 5. The number of discipline cases has increased to 51 representing approximately 10% of the caseload. Of these cases, 42 concerned academic dishonesty with cheating and inappropriate collaboration accounting for the majority of violations. Administrative, admissions and equity cases represented about 13% of the caseload compared to 10% last year. There was a significant increase in administrative cases due to an increase in concerns about fees and service to students.

Table 4 Types of Concerns and Complaints

Concern/Complaint	# of cases	
	1997-98	1996-97
Academic	381	417
Discipline	51	39
<i>Academic Dishonesty</i>		
Plagiarism	3	17
Inappropriate Collaboration	15	9
False Admissions Info.		1
False Documents (e.g. Medical)	3	
Cheating	19	6
Academic Fraud	2	
<i>Non-Academic</i>		
Inappropriate Behaviour	2	4
Inappropriate Use of Computer	1	
Debarment/Attendance	1	
Residence Issues	5	2
Administrative	47	29
Academic Fees/CN	24	18
Registration	2	0
Complaints re staff/service	11	4
Transcript Notation Removal	6	3
Parking/Hold	1	1
Library/Hold	3	3
Admissions	16	22
Equity Office Issues	4	3
Total	499	510

Information on the type of academic cases is shown in Table 5. The most frequent requests for assistance concerned grade appeals and authorized withdrawals. The other type of appeal which has increased dramatically is 'other'. This category is used for appeals which are academic in nature but do not fit neatly into one of the categories. Examples of such cases are: accommodations for a disabled student, fellowships and awards, student immigration issues, language issues and complaints about other students.

Table 5 Types of Academic Concerns and Complaints

Concern/Complaint	# of cases	# of cases
	1997-98	1996-97
Authorized Withdrawal	100	99
Grade Appeal	103	69
Professor/Student Complaint	19	45
Program Change/ Waive Requirement	17	33
Academic Suspension	9	28
Voluntary Withdrawal (Retroactive)	10	18
Requirement to Withdraw/Inel. to proceed	11	13
Deferred Exam.	20	13
Time Extension (Incomplete/CO)	12	12
Reinstatement	13	10
Transfer of Credit	2	9
Practicum Issues	4	5
Fresh Start	2	3
Program Progress Report	1	0
Syllabus Changes	2	2
Theses/Comprehensives	2	0
Intellectual Property	4	2
Professional Unsuitability	1	2
Exam Schedule Changes	0	1
Letter of Permission	2	1
Other	47	52
Total	381	417

The OSA assists students to attempt to resolve their complaints in the preliminary or informal stage. (Table 6) Many requests, where circumstances warrant and precedent exists, are granted by professors, department heads and deans/directors.

Table 6 Outcome of Cases by August 31, 1998

Process/Outcome		# of Cases
Completed outside of formal process		
Cancellation	13	
No show	46	
Information /Advice	189	
Referrals	7	
Appeal not pursued	38	
Request/Mediation	33	
Subtotal		326
Completed within formal process		
Upheld	120	
Denied	58	
Modified outcome	27	
Other	20	
Incomplete 31/09/1998	4	
Subtotal		229
Other		
Student withdrew appeal	1	
Student retained a lawyer		
Advocate withdrew	2	
Subtotal		3
Individual cases	Total	558
Group Cases/Issues/ Investigations	Cases	12 completed

When a student is not satisfied with the response or decision resulting from informal processes, the student normally has two formal levels of tribunals, one at the faculty level and one level under Senate jurisdiction. A third level where appeals may be initiated are the departmental level tribunals although these are generally limited in number and in scope of 'hearing' features. The most frequent student appeal initiated at the departmental level is the appeal of a final grade. According to Student Records' data there were 442 grade appeals for the 1998 regular academic session (130 upheld, 312 denied).

Of those 225 cases which were completed through formal processes, only 58 were denied. Thus, a positive resolution or favorable decision was the result in approximately 74% of the appeals. Of the 232 cases (includes 4 cases pending) which proceeded through the formal appeal systems, there were only 23 preliminary committee meetings and 69 appeal hearings.

Thus, within the formal process, requests are often granted by the appropriate administrative authority. The OSA assisted students with 59 faculty academic appeal hearings and 2 Senate Academic Appeal Committee hearings; 5 Local Discipline Committee hearings, 2 University Discipline Committee hearings, one of which involved 3 students; and 1 Senate Admissions Appeal hearing. In the two cases where the advocate withdrew services, it was decided that further actions would be counterproductive. Although the OSA Terms of Reference permit this, such decisions are typically difficult and infrequent.

Caseload Commentary

The issues identified in this year's cases are similar to past years. The monthly reports to Dr. D. R. Morphy highlight the issues as they arise and the OSA takes steps to address the problems and concerns through work on the individual student cases or the group cases. Recommendations are made to the appropriate administrators and staff throughout the resolution process. Almost always, the Student Advocates' interactions with faculty and staff regarding student cases is positive and characterized by a desire to achieve a reasonable resolution.

One example where reasonable progress has been made is in the area of disciplinary sanctions and the incorporation of remedial work for academic integrity violations. During this reporting year, several administrators worked with the OSA to tailor meaningful sanctions for academic dishonesty which included research projects and involvement with Integrity II.

In past reports, when it was judged that an issue required the attention of the University community it was identified as a concern in the annual report and was accompanied by a recommendation. For some time this has not been an effective method because the report is tabled annually and because specific issues are being addressed as they arise. Last year, there were several issues noted as general concerns and again this year, students have presented similar concerns: a lack of civil behaviour towards students and a lack of adherence to the R.O.A.S.S. policy. It is difficult to compose recommendations to address these concerns. For the most part, the policies and practices are sound and frequently the issues centre on individual behaviours or perceptions of behaviours.

Because the OSA works with a small percentage of the student population, it appears that the majority of students are satisfied with their interactions and educational programs at the University of Manitoba. I believe that this is true although there may be students who do not register their concerns because of a lack of involvement on behalf of the students. This lack of involvement or detachment from the university pervades other aspects of the institution and is being addressed by a sub-committee of the Student Relations Committee. For those students who do present their problems and issues, the OSA continues to address the issues by taking immediate steps to resolve situations and to recommend change or work toward achieving change either through committee work or educational programming.

From the perspective of the OSA, the main concerns revealed in this year's caseload are: academic integrity, how much instruction students receive and absorb about inappropriate collaboration and proper referencing techniques; the variability in penalties in different faculties for student discipline violations, particularly academic integrity cases; and student behaviour; which according to faculty and staff ranges from rude, uncivil conduct to inappropriate and disruptive behaviour.

The OSA has attempted to address the issues through activities such as programs eg. Academic Integrity Week, presentations and workshops and other means eg. UTS Newsletter Student Affairs Tips. A list of these activities is provided in the subsequent sections. The Student Relations Committee has also provided an excellent forum to address student concerns and one document currently under revision is a Student Rights and Responsibilities. The tentative plan is to present this document to the UMSU executive for endorsement. A committee of several Student Affairs' professionals chaired by Dr. D. Morphy have initiated plans for a series of workshops on Inappropriate and Disruptive Student Behaviour for administrators and staff.

Presentations and Workshops**September 1997**

Graduate Students Orientation	L. Smith
UTS Teaching Assistants 'Working with students' (2)	C. Keeler
Nursing Students Orientation	L. Smith

October 1997

Academic Integrity Week presentations	OSA staff
Graduate Students 'Reasonable Expectations'	L. Smith & C. Keeler

November 1997

'Student Rights & Responsibilities' Political Studies class	C. Keeler
'Legal considerations of advising students' invited presentation to the Manitoba Advising Professionals	L. Smith

January 1998

'Handling Student Complaints' Academic Administrators co-presenter	J. McConnell (Faculty of Science) & L. Smith
Academic Integrity session for Faculty of Nursing	L. Smith
Peer Advisors training session	OSA staff

February 1998

'Achieving a Student-centered Institution' invited key note address for Assiniboine Community College Staff Professional Development Day,	L. Smith
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'Procedural Fairness for Students' invited presentation for Assiniboine Community College Staff Professional Development Day,	L. Smith
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April 1998

'Dealing with Student Issues' Faculty of Nursing staff,	C. Keeler & L. Smith
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May 1998

'Faculty expectations of students' Parents' Orientation	L. Smith
'Campus resources', Parents' Orientation	C. Keeler
Registration desk & Campus Tours, Parents' Orientation	OSA staff

June 1998

'Guidelines for Handling Student Complaints' UTS workshop	C. Keeler & L. Smith
'Managing a Student Discipline Case' UTS workshop	C. Keeler & L. Smith
'Training an Appeal Committee' UTS workshop	B. Sawicki, C. Keeler & L. Smith
'The Fair Treatment of Students', Ottawa, CACUSS presentation	L. Smith & C. Keeler

August 1998

ACCESS Orientation	OSA
University 1 Orientation Leaders Training (8)	OSA
Residence Leaders U1 Orientation	OSA
Dentistry students Orientation	C. Keeler
Med. Rehab. Orientation	C. Keeler

Projects

Strategic Planning	OSA
Peer Advocates Placements	OSA
UTS Newsletter Student Affairs Teaching Tips	L. Smith
Student Affairs Directory	S. McLeod
'Ask the Advocate' Manitoban column	Peer Advocates

Committee Membership & Meetings

The Director attends monthly Student Affairs Directorate meetings and for each of these meetings a monthly report regarding OSA activities is submitted. The Director is a regular visitor at Senate meetings and attends Administrative Council and Joint Council Meetings. The assistant to the Director regularly attends Peer Advisors Training sessions, chairs all meetings of the Peer Steering committee and attends the Peer Placement committee meeting. Membership on other committees is listed below:

Student Relations Committee	L. Smith
Student Rights & Responsibilities (sub committee)	L. Smith
Student Affairs Handbook Committee	L. Smith
Student Affairs Computer/WWW Committee	L. Smith
Senate Committee on Academic Evaluation	L. Smith
PC Policy Panel	L. Smith
Leaders of Tomorrow Selection (Spring 1998)	L. Smith
Administrative Review, School of Art	L. Smith
Graduate Student /Advisor Relationship	L. Smith
Dec. 6th Planning Committee, member	C. Keeler
U of M Alumni Association , Alumni Fund Committee	C. Keeler
Student Affairs' Professional Development Committee	C. Keeler

PROGRAMS

Peer Advisors Program

On behalf of U.M.S.U. and Student Affairs, the OSA coordinates the Peer Advisors Program. The program is guided by the Peer Steering Committee whose membership includes representatives from the 'new' and 'experienced' Peers as well as U.M.S.U., Student Affairs, OSA and the Peer Office Coordinator. The Peers receive general and specialized training through group sessions and placements. The Peer Advisors program continues at Bannatyne Campus under the supervision of Dr. Gene Degen.

Peer Advocates

The OSA provides a placement opportunity to several peers each year, under the Peer Advocate training program. Experienced Peer Advocates, Ms. Nicki Brown and Ms. Nancy Callaghan acted as tutors and trainers for Peer Advisors; Julie Rhymer, Lisa Pinkerton, and James Koh. All Peer Advisors successfully completed their placements. The training of the U.M.S.U. and GSA Vice-Presidents for their roles as advocates is also undertaken by the OSA.

Student Information Line

The Student Information Line was integrated with the Peer Advisors program and peer volunteers were trained and supervised by Ms. Nancy Callaghan.

Special Initiatives

CACUSS Monograph This monograph entitled 'Procedural Fairness for University and College Students', was written by L. Smith and scheduled for publication by CACUSS in April 1998.

Integrity II The second academic integrity project was planned throughout the summer. Initial plans were to host this event in October but due to other staff commitments Integrity II was rescheduled to January 1999.

Student Employment The OSA offered employment to students during the regular academic session through contract work as Student Advocates and one student was hired through the innovative Work Study program. Summer employment for three students was made available through two Career Focus grants and one Federal Government Summer Employment Program.

COMMUNITY OUTREACH

The tenth reunion of the Peer Advisors Program was held August 30, 1999 and afforded an excellent outreach opportunity. Dr. L. Walker and Ms. G. Prouten were honored as Peer Advisor Program founders. Other community outreach opportunities are listed above under presentations and workshops.

STAFF

Professional Development

October 1997

Student Affairs Professional Development Day, U of M	OSA
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February 1997

Assoc. for Student Judicial Affairs (ASJA) Conference, Fla.	L. Smith & C. Keeler
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March 1997

Student Affairs Professional Development Day, U of M	OSA
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June 1997

CACUSS Annual Conference, Ottawa	L. Smith & C. Keeler
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Awards

Nicki Brown received the U of M Student Affairs' Student Participation Award.

Carolyn Keeler was presented with the Student Affairs and Services Association (SASA) New Professionals Award, at the Canadian Association for College and University Student Services (CACUSS), annual conference in Ottawa, June 1998.

The Academic Integrity Week project received the Program of the Year award from the Student Affairs and Services Association (SASA) New Professionals Award, at the Canadian Association for College and University Student Services (CACUSS), annual conference, Ottawa, June 1998.

Appendix A

Office of Student Advocacy

Terms of Reference

The Office of Student Advocacy (the "Office") shall:

1. be under the general charge of a Director who shall report to the Board of Governors and Senate at least annually on the activities of the Office and to the Vice-Provost (Student Affairs) for routine financial, logistic and administrative matters;
2. serve as a general information unit for students, or those who have applied to become students, and will provide them with information on their rights, responsibilities, and the procedures to follow to resolve problems or concerns resulting from actions or decisions taken by the University that may be unfair, unjust, discriminatory or create undue hardship; and,
 - 2.1 in carrying out its information function, shall establish and be responsible for a Special Student Services Referral Centre which will receive student complaints and refer complainants, as appropriate, to other University officers or staff, including, without limitation, the Director, Office of Student Advocacy; the Sexual Harassment Officer; the Human Rights Officer; Mediation Services; faculty members and academic or support service administrators;
3. investigate or facilitate the investigation of any complaint or grievance brought by a student or former student against the University or against anyone in the University exercising authority;
4. review policies, procedures, regulations, rules and criteria and recommend any changes thereto that are necessary or desirable to ensure prompt decision making, appropriate procedures and protection of the rights of students;
5. subject to clause 5.2 hereof, provide assistance or representation to students who are appealing an academic or disciplinary action and are appearing before a residence, faculty, Senate or University committee; and,
 - 5.1 in discharging its representational function, be responsible for the recruitment, selection, training and assigning of "advocates" recruited from the student body or from the members of the academic or support staff to assist and work with students who are appealing an action;
 - 5.2 withhold or withdraw representation if, in the opinion of the Director of the Office, the case has no merit; the student is not co-operative; the student has retained legal counsel; and/or the circumstances indicate that such involvement would be counterproductive.
6. have access to such information as is appropriate having regard to the representational functions of the Office, while at all times respecting confidentiality and only releasing confidential information after written permission is given by the affected parties for such release;
7. keep suitable records of complaints, findings and recommendations as may be necessary and such records shall be accessible only to members of the Office.

1 November 1994



THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

2 September 1999

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2

Fax: (204) 275-1160

Dr. Leo LeTourneau
Executive Director
Council on Post-Secondary Education
418-155 Carlton Street
Winnipeg, Manitoba
R3C 3H8

Dear Dr. LeTourneau,

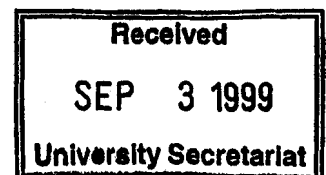
Statement of Intent: Baccalaureate Program in Midwifery

On behalf of The University of Manitoba, I submit herewith a Statement of Intent with respect to a new Baccalaureate Program in Midwifery.

Midwifery is a profession with a long history, a unique philosophy, and a model of care which, while incorporating modern obstetrical practices, differs significantly from the medical model. Midwifery services are consistent with the vision of Manitoba Health, offering community-based care which promotes and enhances the health of mother and child. The implementation of midwifery services in Manitoba parallels new initiatives by the Faculty of Nursing in the area of community and primary health care, and a greater involvement of the Aboriginal community in the provision of nursing education and services.

The proposed program will prepare students to carry out their scope of practice as defined in the Midwifery and Consequential Amendments Act of 1997, and to achieve the competencies for entry to practice. The program will have a particular focus on preparing midwives to practice with high needs populations and in rural and remote areas of Manitoba.

The program will be jointly offered by the University of Manitoba and participating Community Colleges and will allow for credit for previous learning as appropriate.



If any additional information is required during your Council's consideration of the attached Statement of Intent, please do not hesitate to contact us directly.

Sincerely yours,



Richard A. Lobdell
Vice-Provost (Programs)

Encl.

cc Emőke J.E. Szathmáry, President
 James S. Gardner, Vice-President (Academic) & Provost
 David Gregory, Dean, Faculty of Nursing
 Bev Sawicki, University Secretary

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STATEMENT OF INTENT

Institution

- | | |
|--|--|
| <input type="checkbox"/> Brandon University | <input type="checkbox"/> Assiniboine Community College |
| <input checked="" type="checkbox"/> University of Manitoba | <input type="checkbox"/> Keewatin Community College |
| <input type="checkbox"/> University of Winnipeg | <input type="checkbox"/> Red River Community College |
| <input type="checkbox"/> Collège universitaire de Saint-Boniface | |

Program Overview

●Program Name: BACCALAUREATE PROGRAM IN MIDWIFERY

●Credential to be offered: BMW

●Does the program require accreditation from a licencing group? ☐ YES ☒ NO
If yes, name group.

●Length of the program: 4 ☒ Years ☐ Months ☐ Semesters

●Proposed program start date: 01/ 09/ 2000
Day/Month/Year

●Which department(s) within the institution will have responsibility for the program?
Faculty of Nursing - School of Midwifery

●As compared to other programs your institution will be proposing, is the priority of this program:
☒ High
☐ Medium
☐ Low

●Is this a new program? ☒ YES ☐ NO

●Is this a revision of an existing program: ☐ YES ☒ NO
If YES, name program
What are the impacts of changing this program?

●Will the program be available to part-time students? ☒ YES ☐ NO

●Will this program have a cooperative education component? ☐ YES ☒ NO
If YES, how long with the field placement be?

●Will the program contain an option to assess the prior learning of students, to grant credit for the skills/knowledge already present? ☒ YES ☐ NO
Provide Details

Existing prior learning programs at the University of Manitoba and collaborating Community Colleges will be integrated into the program.

●Will there be distance delivery options? ☒ YES ☐ NO
Provide Details

Distance delivery options such as telemedicine, teleconferencing, and on-line, where available, will be integrated into the delivery of the program.

●Will this program be delivered jointly with another institution? ☒ YES ☐ NO
If YES, name the Institution Red River College. Discussion with other interested institutions is underway.

●Are similar programs offered in Manitoba or other jurisdictions? ☒ YES ☐ NO
If YES, indicate why this program is needed (e.g., area of specialization)

Not in Manitoba. Ontario is the only other Canadian province to offer a program of study in Midwifery.

●What articulation, block transfer or credit transfer arrangements will you be looking at developing for this program?

Students with existing university credits will be assessed on an individual basis. The proposed curriculum has been designed to incorporate existing course offerings in related disciplines which will enable students to transfer credits from courses offered by these faculties. The proposed curriculum has been developed from the Ontario model of midwifery education and thus will facilitate articulation with other Canadian programs which may be developed in the future.

1. Program Description

●Describe the program and its objectives: The baccalaureate degree in midwifery (BMW) will be offered through the School of Midwifery which will be established within the Faculty of Nursing. The BMW will prepare students to carry out their scope of practice as defined in the Midwifery and Consequential Amendments Act of 1997* and achieve the competencies for entry to practice. The program will have a particular focus on preparing midwives to practice with high needs populations and in rural and remote areas of Manitoba.

*The scope of practice of a midwife is the care of women during normal pregnancy, labour, birth and in postpartum care of mother and infant. to six weeks.

●Provide an overview of the content to be taught in this program: The midwifery curriculum will include courses from the basic sciences, social sciences and women's studies in addition to academic and clinical midwifery courses. The midwifery program will seek affiliation with existing faculties offering instruction related to and supporting the practice of midwifery. The clinical component of the program will involve a wide variety of midwifery practice settings and will provide additional clinical experience with other practitioners involved in the care of childbearing women.

2. Enrollment

●What is the program's initial projected enrollment? 10 students

●What is the projected enrollment for the 2nd and 3rd years? 15, 20

●Describe the expected student profile? Midwifery education is expected to attract individuals with a particular interest in childbirth and women's health. In keeping with the geographic and cultural diversity of the province, the student population will reflect the geographic and multicultural make-up of the province. The program is committed to the incorporation of education equity principles as recommended by the College of Midwives of Manitoba.

3. Labour Market Information

●What labour market need is the program expected to meet? Upon proclamation of the Midwifery Act on July 01, 1999 the demand for midwifery services will increase as the profession becomes established in Manitoba. The long-term need for midwifery services in Manitoba has been estimated to be 170 (FTE) over 10 years.

●Are there currently jobs in Manitoba in this field?

☐ YES

☒ NO

If yes, where (geographic location and industry)?

Upon proclamation of the Midwifery Act in July, 1999 positions for midwives will be created throughout the province.

●What is the future job forecast for individuals with this education/training/credential?

As the demand for midwifery services increases it is expected that midwifery positions will be created to meet consumer demand. In addition the midwifery program will seek to recruit and educate midwives for practise in rural and remote areas of the province which are currently underserved in the area of childbirth related services.

●How does this program fit with Manitoba's stated economic, social and other priorities?

The proposed program is consistent with the Roblin Report (1992) which supports relevant education for individuals in the most cost-effective and appropriate manner which includes the development of collaborative models of education between Colleges and Universities. The use of midwives has been shown to be both cost-effective and successful in meeting the needs of vulnerable childbearing populations.

●What agencies, groups, institutions will be consulted regarding development of the program?

The development of this proposal will involve extensive consultation with interested parties including the College of Midwives of Manitoba, Community Colleges, the Aboriginal and Multicultural Community, and agencies involved in the delivery of childbirth related services.

● Is there any other information relevant to this program ?

Support for this proposal include the following:

College of Midwives of Manitoba, Faculty of Medicine, Red River College, Health Canada Medical Services Branch-Inuit and Indian Health Careers Program.

4. Financial Information

• Projected Program Costs: (Based on five years)	Salary	1,047,662.93 see attached breakdown
	Operating	780,920.00 see attached breakdown
	Capital *	105,737.98 see attached breakdown
	Total cost	
• Projected Program Revenue:	Tuition	see attached breakdown
	Other **	
	Total revenue	

* Regarding the capital requirements, it is anticipated that by Year 4 of the Program the Midwifery Annex to the Helen Glass Centre for Nursing will be required. Therefore this space (skills lab and offices) will need to be built in Year 3 to accommodate a full compliment of students. The estimated cost would be \$484,000.00.

** There will be an opportunity for inter-provincial contracts wherein seats could be purchased and offset the operating costs.

Submitted by:

David Gregory, RN, PhD
Name

Dean, Faculty of Nursing
Position

David Gregory
Signature

September 1, 1999
Date

**Midwifery Program
Projection of Tuition
Based on Nursing 1998/1999 Academic Fees and 130 Credit Hours**

	Year 1 - 30 cr hrs \$4,106.70/student (Canadian) \$7,468.28/student (International)		Year 2 - 31 cr hrs \$4,134.92/student (Canadian) \$7,521.84/student (International)		Year 3 - 33 cr hrs \$4,201.79/student (Canadian) \$7,638.90/student (International)		Year 4 - 36 cr hrs \$4,302.44/student (Canadian) \$7,815.08/student (International)		Total Revenue (Based on Canadian)	
	Cdn	International	Cdn	International	Cdn	International	Cdn	International	Cdn	International
01R intake of 10	\$41,067.00 (10 students)	\$74,682.80 (10 students)	n/a	n/a	n/a	n/a	n/a	n/a	\$41,067.00	n/a
02R intake of 15	\$61,600.50 (15 students)	\$112,024.20 (15 students)	\$41,349.20 (10 students)	\$75,218.40 (10 students)	n/a	n/a	n/a	n/a	\$102,949.70	n/a
03R intake of 20	\$82,134.00 (20 students)	\$149,365.60 (20 students)	\$62,023.80 (15 students)	\$112,827.60 (15 students)	\$42,017.90 (10 students)	\$76,389.00 (10 students)	n/a	n/a	\$186,175.70	n/a
04R intake of 20	\$82,134.00 (20 students)	\$149,365.60 (20 students)	\$82,698.40 (20 students)	\$150,436.80 (20 students)	\$63,026.85 (15 students)	\$114,583.50 (15 students)	\$43,024.40 (10 students)	\$78,150.80 (10 students)	\$270,883.65	n/a
05R intake of 20	\$82,134.00 (20 students)	\$149,365.60 (20 students)	\$82,698.40 (20 students)	\$150,436.80 (20 students)	\$84,035.80 (20 students)	\$152,778.00 (20 students)	\$64,536.60 (15 students)	\$117,226.20 (15 students)	\$313,404.80	n/a
06R intake of 20	\$82,134.00 (20 students)	\$149,365.60 (20 students)	\$82,698.40 (20 students)	\$150,436.80 (20 students)	\$84,035.80 (20 students)	\$152,778.00 (20 students)	\$86,048.80 (20 students)	\$156,316.00 (20 students)	\$334,917.00	n/a

Canadian fees include Faculty Fees (based on Nursing), student organization fees, and student services fees.
International fees include these fees and the Health Insurance based on a single.
Figures are estimated based on 00r fee schedule.

ESTIMATE OF OPERATING EXPENSES FOR MIDWIFERY DEVELOPMENT AND PROGRAM 1999-2004

	1999-2000 Year 1	2000-2001 Year 2	2001-2002 Year 3	2002-2003 Year 4	2003-2004 Year 5
	1.5 FTE	2 FTE	3 FTE	4 FTE	4 FTE
Faculty remuneration*	\$75,000.00	\$100,000.00	\$150,000.00	\$200,000.00	\$200,000.00
Staff benefits @ 15.6%	\$11,700.00	\$15,600.00	\$23,400.00	\$31,200.00	\$31,200.00
Pay Levy @ 2.25%	\$1,687.50	\$2,250.00	\$3,375.00	\$4,500.00	\$4,500.00
	1 FTE	1 FTE	1 FTE	1 FTE	1 FTE
Office Assistants	\$32,796.00	\$32,796.00	\$32,796.00	\$32,796.00	\$32,796.00
Staff benefits @ 15.6%	\$5,116.18	\$5,116.18	\$5,116.18	\$5,116.18	\$5,116.18
Pay Levy @ 2.25%	\$737.91	\$737.91	\$737.91	\$737.91	\$737.91
Physician honorariums		\$2,500.00	\$2,500.00		
Practitioners stipends		\$5,000.00	\$12,500.00	\$22,500.00	\$32,500.00
Clinical Training Associates			\$6,500.00	\$6,500.00	\$6,500.00
Audiovisual	\$1,000.00	\$1,000.00	\$400.00	\$400.00	\$400.00
Library Resources	\$8,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Computer Programs			\$5,000.00	\$5,000.00	\$5,000.00
Course Overviews	\$3,000.00	\$3,000.00			
Distance Education Development		\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Distance Delivery Airtime		\$4,680.00	\$26,520.00	\$49,920.00	\$54,600.00
Travel	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Lab and Office Equipment	\$105,737.98				
Operating Expenses	\$50,000.00	\$50,000.00	\$60,000.00	\$70,000.00	\$80,000.00
ESTIMATED EXPENSES	\$300,775.57	\$272,680.09	\$378,845.09	\$478,670.09	\$503,350.09

*A new funding mechanism needs to be developed which would increase practitioner's salaries to defray the costly expenses of professional licensure; continuing education maintenance, insurance, and practice administration.

Office space for faculty and support staff will be incorporated within the current building plans. Distance Education and interactive facilities are incorporated within the current building plans. Staffing assistance such as the Systems Analyst and the Recruitment Officer are currently available within the Faculty of Nursing.

Estimated expenses for lab and office equipment

Birthing beds x 2 (Affinity bed)	\$45,153.66
Mattresses x 2	\$800.00
A-Smart Mobile computer workstation x 2	\$2,506.00
Advanced Childbirth Simulator	\$4,341.12
Newborn training aid x 4	\$1,980.00
CPR Kim Newborn manikin x 4	\$1,048.57
Pelvic Exam Model x 3 AA9540	\$1,640.00
Obstetric Manikins AA9900 with training video	\$3,625.20
Obstetric Manikin AA9520	\$3,420.00
Episiotomy Suturing Simulators	\$2,016.00
Abdominal palpation models	\$3,027.84
Women's Health Video Series	\$669.76
Infant Airway Management	\$2,134.08
Forceps OB delivery manikin x 4	\$2,713.20
Subtotal	\$75,075.43
Office Development (3)	
Workstations	\$7,500.00
Chairs	\$1,200.00
File Cabinets	\$1,500.00
Computers	\$8,250.00
Fax machine	\$600.00
Printer (laser)	\$1,500.00
Side chairs	\$500.00
Subtotal	\$21,050.00
Contingency/Inflation @ 10%	\$9,612.54
TOTAL	\$105,737.98

22 September 1999

Report of the Executive Committee of Senate

Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

Observations

1. **Speaker for the Executive Committee of Senate**

Dean M. Cox will be the Speaker for the Executive Committee for the October meeting of Senate.

2. **Comments of the Executive Committee**

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dr. E. J. E. Szathmáry, Chair
Executive Committee of Senate

Terms of Reference: *Senate Handbook* (Revised 1992), Section 9.

/sgp